

CORRECTIONAL BUSINESS MANAGER II

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: June 11 – 15, 2001

Collective Bargaining Identification: S01

Job Analysis Conducted By: Mary Sue Bautista, Staff Services Manager I
Migdalia Siaca, Staff Services Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position
Report dated May 31, 2001 there are 10 incumbents in this
classification.

Subject Matter Expert(s):

Mary Ann Alves-Wright	Correctional Business Manager II, California Men's Colony
Jim Dong	Staff Services Manager III, Office of Financial Management
Yulanda Mynhier	Correctional Business Manager I, Mule Creek State Prison
Karim Noujaim	Correctional Administrator, Office of Financial Management
Ruben Perez	Correctional Administrator, California Medical Facility
Perry Settlemaier	Correctional Administrator, Office of Financial Management

Ruben Perez only participated in the morning of June 11 and Mary Ann Alves-Wright was the rater for the tasks and KSAs of this job analysis. The rest of the SMEs participated in the development of the tasks and KSAs.

INFORMATION GATHERING
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The initial list of task statements and knowledge, skills, and abilities statements were identified after conducting a literature review which consisted of the:

- Personnel Examining Section History File
- Personnel Operations File
- Duty statements
- Other State government websites: Arizona (WRIPAC member), Texas, and Washington